



Academic Advising Newsletter

Spring 2025

2024-2025 Outstanding Academic Advisor Awards

Consider nominating a colleague for the Outstanding Academic Advisor Award by April 4.

The Academic Advising Council will soon begin accepting nominations for the 2024-25 Minot State University Outstanding Academic Advisor Awards. Nominations will open in March and be due by Friday, Apr. 4 at 4:30 p.m. These awards are designed to highlight the importance of academic advising and bring recognition to academic advisors at Minot State who have made significant contributions to academic advising and student success. More information regarding the award categories, selection criteria, eligibility, nomination procedure, selection process, and recognition is available [ONLINE](#).

Questions regarding these awards or the nomination process should be addressed to the [Academic Advising Council](#).

Academic Support Center is hosting 30-Minute Workshops

Please encourage your advisees to attend these free workshops.

- 27 Feb. 2 p.m. Group Projects: From Groan to Great!
- 19 Mar. 2 p.m. Mental Health Matters
- 1 Apr. 1:30 p.m. Study Skills for Success
- 23 Apr. 1 p.m. Unlock the Power of Your Resume

All workshops are in the ASC conference room (lower level of the library).

Minot State Reports Continued Enrollment Growth

Spring 2025 enrollment grew 2.6% for a total of 2,633 students. It is the second straight spring semester increase and the third consecutive semester in which the University saw growth in its overall headcount. The University saw its biggest growth area in **new transfer students** with 112 incoming transfers, its biggest spring transfer class in seven years. The spring enrollment also included the largest number of full-time graduate students at MSU since 2015.

Advising in Action

“Good advising may be the single most underestimated characteristic of a successful college experience.”

Light, R.J. (2001). *Making the most of college*. Harvard University Press.

In This Issue

Page One

Advising Awards
ASC Workshops

Page Two

Minutiae

Page Three

Resource Spotlight:
Kimberly Johnson, Transfer
Student Specialist

Page Four

General Education
Dates to Remember



Academic Support Center
Minot State University
500 University Ave W
Minot, ND 58707
701-858-3265
advising@MinotStateU.edu

MinotStateU.edu

Be seen. Be heard. Belong.

New Student Registration Events

New Student Registration dates have been announced for incoming freshman and transfer students:

- Wed, Apr. 9
- Thurs, Apr. 24
- Fri, June 6
- Wed, July 16
- Thurs, Aug. 21

Virtual New Student Registration will open on Apr. 14.

Information for faculty coverage of these dates will be arranged in the coming weeks.

Spring 2025 Education and Career Fairs

No advanced sign up required. Both events will be held in the Student Center, 3rd Floor Conference Room. Encourage your advisees to attend!

Education Fair

- Tues, Mar. 4, 4–7 p.m.
- Open to Education, Social Work, and Speech-Language Pathology, and School Psychology students

Career Expo

- Wed, Mar. 5, 10 a.m. to 2 p.m.
- Open to all students

Writing Workshop Series

The Writing Workshop Series, co-sponsored by the TRIO/POWER Center and the Writing Center, is in full swing. All workshops take place from 6–7 p.m. in the Power Center, located in the lower level of the Gordon B. Olson Library, with synchronous online attendance available [HERE](#). Workshops are open to all students.

- Feb. 26 Haikus to Beat the Winter Blues
- Mar. 5 Mask Poetry
- Apr. 2 Advanced APA Documentation for Papers and Presentations
- Apr. 23 Puttin' on the Drip: Making Good Writing Great

Registration Action eForm Update

An update has been made to the **Registration Action eForm**. Historically, students were required to gather all approvals for a registration action on their own. When the eForm was introduced, the process changed to have instructors enter the department chair approval. This has created confusion and frustration, as students have become unaware of all required approval steps. Additionally, it has shifted an extra responsibility onto instructors rather than keeping it with students.

To improve clarity and restore student responsibility, the **Registration Action eForm** now requires students to enter all approvers. This also is aligned with the process for the **Overload Request eForm**. For added convenience, a list of department chairs has been included with the form to assist students who may be unsure of the correct approver.

Overload Credits

Students who wish to attempt more than 18 credits in a fall or spring semester or more than 12 credits in the summer must have at least a 3.0 cumulative GPA. Students may not register for more than 22 credits per fall or spring semester or 15 in the summer. Students must obtain approval to overload from their advisor and department chair. Requests to overload are processed through the Registrar's Office.

Fall Activity Courses

The following 1-credit courses are available for fall:

- KIN 120 – Strength Training: MW @ 2 p.m.
- KIN 126
 - Group Exercise: MW @ 2 p.m.
 - Yoga: TTh @ 11 a.m.
- KIN 109 – Racket Sports: MW @ noon
- KIN 105 – Outdoor Activities: TTh @ 2 p.m.
- KIN 101 – Social Dance: MW @ 8 a.m.

Mark your calendars for Summer and Fall Registration!

Is it really time to start thinking about summer and fall registration? Believe it or not, registration for current students will begin **Mar. 25**, a mere month away. Consider contacting your advisees soon so you have time to meet and discuss course selection. Students should also check their Campus Connection account to take care of holds impacting registration prior to Mar. 25. Encourage your advisees to take the steps necessary to be prepared for registration!

Kimberly Johnson – Transfer Student Specialist

According to the [Office of Institutional Research](#), from 2012 to 2024, the number of full- or part-time students who transferred to MSU has increased overall by 7.11%, as an average of 294.5 such students attend MSU per year. Who counts as a “transfer student,” and how can their special academic advising needs best be met? Enter **Kimberly Johnson**, who joined the MSU family almost 11 years ago, and for the past 4.5 years has served as the Transfer Student Specialist in the Registrar’s Office.

How would you define a “transfer student”?

A transfer student is someone who has attended another college or university before enrolling at MSU. A [transfer applicant](#) has previously attended one or more postsecondary institutions following high school graduation.

Is there a “typical” transfer student?

Yes and no. All transfer students have transferable credits, but the number varies. Students from non-accredited institutions may not have their credits posted. Additionally, dual credit or early enrollment students may have transfer credits but are still considered [first-year applicants](#).

As the Transfer Specialist, what is your role in assisting students at Minot State?

I ensure transcripts are evaluated quickly to determine course equivalencies, helping students plan their schedules with advisors. I also maintain the [Transfer Equivalency Site \(TES\)](#), a database showing how courses from other accredited institutions transfer to MSU.

Many students drop in to have their transcripts reviewed. Current students and advisors can check TES or submit a syllabus through eForms. Students who are not yet admitted can use TES or request an unofficial transcript evaluation. However, we encourage them to apply and submit official transcripts for a complete evaluation.

What should advisors know or look for when working with transfer students?

Advisors should review the student’s advising transcript to see how transfer courses were equated. Courses marked as “EQUIV” are still pending departmental evaluation. Milestones at the bottom of the transcript indicate if a student has completed an associate or bachelor’s degree or has enough credits to waive the UNIV 110 requirement. Advisors should also check TES to see if courses were submitted and later approved. They can ask students, “Have you taken a similar course before?” If so, students should submit a syllabus to determine equivalency.

What are course *equivalencies* and *substitutions*?

A **course equivalency** means a course from another institution fulfills the same requirements as an MSU course. If not listed in TES, students can request a review by submitting a syllabus through the appropriate eForm. I evaluate these requests and may forward them for further review. A **substitution** replaces a required course with a similar one for graduation but does not fulfill prerequisites. Advisors help identify substitutions and submit the correct eForm to the Department Chair.

What else should advisors know about helping students who have transferred to MSU?

Students should check their unofficial transcript for transfer credit updates. Any course marked as “TRANSFER EQUIV” is still pending departmental evaluation and may later be equated to an MSU course. Because MSU operates on a semester system, transfer students from quarter-based institutions will have their credits converted accordingly. This conversion may affect credit totals but does not impact a student’s ability to meet degree requirements. Advisors should reassure students that their courses still count toward graduation. Using available resources and working closely with advisors helps transfer students maximize their prior coursework and stay on track for graduation.

Quick Tip:

1. When in doubt, contact Kim!
2. As soon as possible, help students identify their educational “milestones” and potential transfer credits, and begin filling out the necessary eForms.
3. Keep special yet common circumstances in mind, such as that non-degree dual credit courses connected to FYEs can fulfill Gen Ed but not the UNIV 110 requirements.

Reach Out!

If you’re advising a transfer student or a student interested in transferring from MSU to another institution, and you or the student have questions, contact Kim via [email](#), or at #3349.

What are the new General Education requirements?

Beginning next fall, updated general education requirements will be implemented for incoming students. The curriculum will be structured into distinct categories, including General Education Core, Arts, Humanities, and History, Natural Sciences and Technology, Social Science, and a Choice category.

General Education Structure (totaling 38 credits)	
General Education Core (12 cr.)	Social Science (6 cr.)
ENGL 110 College Composition I	Two courses with different course prefixes
ENGL 120 College Composition II	Arts, Humanities, and History (6 cr.)
COMM 110 Fundamentals of Public Speaking	Two courses with different course prefixes
Quantitative Course (min 3 cr.) (ND:MATH)	Natural Sciences and Technology (6 cr.)
First Year Seminar within FYE (2 cr.)*	One course in Lab Science
UNIV 110 First Year Seminar	One additional course from Lab Sci, Sci, or Tech
*Not required for transfer students with 24+ credits (excluding dual credit/credit earned by examination)	Choice (6 cr.)
	Any Gen Ed courses in 2025-2026 Catalog

For the most complete and up-to-date information, including a list of approved Gen Ed Courses, check the [General Education website](#), as well as the [undergraduate catalog website](#) when it is updated to the 2025-2026 catalog.

Need a course Re-Evaluated for Transfer or Gen Ed credit?

If your advisee is looking to have a transfer course re-evaluated for equivalency to an MSU course or to fulfill a general education requirement, the **Transfer Credit/Gen Ed Request eForm** is the go-to resource.

Sample Instructions for an Advisee

To submit a request, simply attach your **course syllabus** (not just a course description) and have your **advisor** approve the form. Once approved, the request is sent to the **Registrar's Office**, where there will review the syllabus and determine if the course meets the necessary criteria. If there's any uncertainty, the Registrar's office will consult with the **Gen Ed Committee chair** for general education requests or the **department chair** for transfer course evaluations.

Make sure to submit all required materials for a smooth review process!

DATES TO REMEMBER

Feb. 24

Last day to withdraw from all 16-week classes and receive a 75% refund

Mar. 3

Midterm grades

Mar. 10-14

Spring Break

Mar. 25-27

Registration for currently enrolled students

Mar. 27

Last day to withdraw from all classes and receive a 50% refund

Apr. 11

Last day to drop

Apr. 18-April 21

Easter Break (University closed Friday only)

May 12-16

Final Exams

May 16

Commencement

May 19

Grades Due



**KEEP CALM
AND
ADVISE ON**

Academic Advising Council Members

School of Arts, Humanities, and Social Sciences

David Paterno

School of Business, Math, and Technology

Darren Seifert

School of Education and Behavioral Sciences

Ethan Valentine

School of Science and Health

Sandy Harbort

Academic Support Center

Christopher Lozensky

Kyle Patterson

Eric Pietrzak

Academic Affairs

Alaric Williams

Student Government Association

Albert Demotte

Axel Parker